

24 August 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:
Director of Training and Education

SUBJECT: Weekly Report

25X1

3. OTE's Leadership Development Division conducted a small pilot running of "Interviewing Skills for New Inspectors" for the IG Staff. It appeared to be well received.

25X1

25X1

CONFIDENTIAL

Page Denied

Next 2 Page(s) In Document Denied

CONFIDENTIAL

Administration Division Weekly
15-19 August 1988

Conferencing

25X1 Rescheduled DCI conference to 30 October-1 November [] per request of ADDA. This also involved rescheduling SSCI which was scheduled for this time.

Space

25X1 Transferred additional funds [] for fit-up of NHB classrooms.

DC/AD attended 18 August ILSP meeting to receive updated information re NHB. Components will need to budget for any additional secure telephones at a cost of \$3,000 per telephone.

DC/AD scheduled meetings with OIT representative and WOTD and SACTD representatives to verify cable drops needed at East and South Buildings.

Miscellaneous

25X1

Budget and Finance

25X1 DC/B&F attended a meeting on 18 August on end of the year financial closing procedures and schedules. This was followed by a DDA Finance Officers staff meeting chaired by [] the DDA Budget Officer.

C/B&F attended budget meetings with ITD on 15 August and with ISTD on 19 August.

25X1 On 15 August C/B&F met with [] regarding new OTE procedures for contracts which are partially funded by other offices.

CONFIDENTIAL

CONFIDENTIALPersonnel

C/PB attended a Component Personnel Chief's off-site at FEMA with Senior Managers from OP and the D/OP 16-18 August.

DC/PB attended DA Personnel Officers meeting on 15 August. A representative from OF demonstrated a computer program designed to facilitate feedback to employees and supervisors.

Panel Support:

-- Started the TA GS-07/08 panel process; members have been notified of scheduled meeting days.

Check-ins:TitleOfficeGradeDate

TA	CTD	GS-07	08/15/88
TA	ITD/STI	IS-02	08/15/88
Instructor	ISTD/CSTB	GS-09	08/16/88
IC	ITD/SRI		08/08/88
Ops Officer	WOTD	GS-12	08/15/88

Check-outs:TitleOfficeGradeDate

Summer-Only	LDD/EDS	GS-03	08/19/88	Intermittent
-------------	---------	-------	----------	--------------

Logistics

Installed drawers in new furniture in Room 616.

Installed bulletin board for OC-A course.

CONFIDENTIAL

~~CONFIDENTIAL~~

22 August 1988

MEMORANDUM FOR: Deputy Director of Training and Education

25X1 FROM:

[redacted]
Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (15 - 26 August 1988)

Where We Are

25X1
25X1
25X1
2. Four additional copies of the NameGame finally arrived. [redacted]
has installed one of them [redacted] so that CT's beginning FOFC on 22 August will
have two workstations on which to run the program, which is required for the
course. NameGames will be installed at all locations where OTE has
InfoWindows: HQTRS, [redacted] and CofC.

3. Unit 2 of the ELECTAS T&A CBT course was approved during a recent
walkthrough meeting. Three of the 10 units of the course have now been
completed and approved in word processing version.

4. The Television Production Section videotaped the DCI on Thursday.
Judge Webster spoke about the importance of ethics in the Agency and the CIA's
commitment to excellence. He welcomed new employees to a challenging and
rewarding career.

5. Volunteer instructors demonstrated how not to instruct in a series of
vignettes taped Monday in the CofC studio. The final edited version will be
shown as part of the "Train the Trainers" program.

6. Two Sony representatives brought a videotape showing the capabilities
of their new CCD camera. They will arrange for our TV people to borrow an
editing 3/4 inch VCR for a trial.

25X1

~~CONFIDENTIAL~~

CONFIDENTIAL

7. Visual Aids kept up a steady pace. They: a) completed several projects for PEDS, including a Travel Safety Booklet and a large number of vu-graphs; b) photographed a TSD awards presentation; and c) did 12 pen and ink portraits for LDD.

8. The Audio Visual Section received twenty new VHS player/monitors for LTD and some new equipment for the new HQs Learning Center.

9. DDC, the Plans Officer, and C/B&F continued the division budget-review cycle. So far, they have completed reviews for CTD, LDD, ITD, WOTD, and ISTD. The rest will be finished o/a 31 August.

Where We Are Going

25X1 10. C/CBTG and [] will meet with [] on 22 August to firm up plans for piloting the CBT version of OR1 in the next three runnings of the classroom course. The second phase of the pilot will involve delivering the course from the D0 computer to a small group of students at Headquarters. If all goes as we hope, the course will be ready for self-study delivery by early January 1989.

25X1 11. [] will attend the [] on videodisc training in Alexandria on 23-26 August.

25X1

CONFIDENTIAL

S E C R E T

22 August 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

1. As another exchange among members of the Interagency Language Roundtable, two LTD/RLD instructors are teaching Survival Spanish at the Foreign Service Institute (FSI). This activity will provide an opportunity for FSI instructors to learn about the techniques used in survival level language training.

2. LTD/Chief of Testing [REDACTED] is conducting The Oral Proficiency Testing and Rating Workshop with the Language Services Unit of the FBI. Seven language specialists are being trained to test in either German, Polish, or Czech. Three testers are from LTD, two are from FBIS, and two are from the FBI. As a result of this workshop the Agency will have, for the first time, the capability to conduct oral proficiency tests in Czech.

3. [REDACTED] returned from directing the New York University Summer Program in Paris, France. Eighty students from throughout the United States participated in the six-week intensive language and culture program.

4. Two instructors, [REDACTED] attended the annual meeting of the Association of Teachers of Spanish and Portuguese in Denver, CO. Upon their return, they will share conference materials and their observations of new foreign language teaching techniques with their colleagues.

5. Thirty-nine reading proficiency tests and 42 oral proficiency tests were conducted during the past week. And, as part of [REDACTED] recent trip, six oral proficiency tests were administered [REDACTED]

[REDACTED]

23 August 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Information Systems Training Division

SUBJECT: ISTD Weekly re 8/17-23/88

On 16 August, met with members of OIR and Arthur Anderson to provide a briefing on the DI ADP training project to DI branch chiefs and analysts. On 16 August, the same group of briefers met to brief the Program Management Division and Planning Development Division of OIR. We will brief the DI Executive Officers in September. This briefing provides us the opportunity to inform DI personnel of the new opportunities to present ADP training at Headquarters and elsewhere.

23 August 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]
Chief, Intelligence Training Division

25X1 SUBJECT:

IT Weekly Report [redacted]

25X1 1. On 8 August, [redacted] met with
the DI's Economics Functional Advisory Panel (EFAP) to discuss
the panel's growing role in assisting the Topical Issues Branch
(TIB) with selection of economic instructors, evaluation of
25X1 economics training, and joint EFAP-TIB sponsorship of symposia
on economics issues. EFAP Chairman [redacted] agreed to meet
with ITD to share panel members' evaluations of candidates for
program director of economics training and also to advise TIB
25X1 on the structuring of a new career development initiative in
25X1 connection with the upcoming assignment. [redacted]

CONFIDENTIAL

CONFIDENTIAL

22 August 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Acting Chief, Leadership Development Division
Office of Training and Education

SUBJECT: LDD Weekly Report [REDACTED]

1. Executive Seminar No. 13 began on 21 August 1988 [REDACTED]. The Seminar is being held [REDACTED] with 22 new SIS officers attending. This is the first Executive Seminar to be held [REDACTED] in over two years. The precourse meeting with the DCI was held on 19 August at 1500 hours in the DCI Conference Room. A post course meeting with the DDCI is scheduled for 29 August at 1430 hours in the DCI Conference Room. [REDACTED]

2. [REDACTED] briefed members of the DCI MAG on the Executive Development Program on 22 August 1988 at Headquarters. [REDACTED]

3. On 17 August, [REDACTED] conducted a day-long workshop in the IG Conference Room on "Interviewing Skills for New Inspectors." Six of an expected eight inspectors participated in the workshop, which was composed of brief lecturettes and intensive use of videotaping and peer critiquing. This session was in effect a pilot run for the 2 to 2 1/2 day orientation workshop for new inspectors now scheduled for a full running in November. Student evaluations showed they found the course focused, useful and well run. They included good suggestions for the November run, including doing the interviewing segment at OTE instead of in the IG conference room. The videotaping equipment is already in place, and the inspectors would not be distracted by office demands. [REDACTED]

4. The last "Negotiate To Win" course of FY88 ran to an audience of 24 on July 27-28. As usual, the students were very excited and positive about the course, giving it an overall evaluation of 4.4 out of 5. This was the second time that [REDACTED] who replaced [REDACTED] as the instructor, has taught the course. He is doing an excellent job. We are recommending two changes for the next running: more detailed processing after the negotiation exercises and less repetition of the negotiating rules.

CONFIDENTIAL

CONFIDENTIAL

25X1 SUBJECT : LDD Weekly Report [REDACTED]

25X1 5. The fourth running of the new Leadership Styles and Behavior course took place August 8-12. The students gave the course an overall rating of 4.7 on a 1 to 5 scale. [REDACTED] served as course director and also presented instructional segments. As in the three previous runnings, the course was conducted principally by contract instructors

25X1 [REDACTED]

The Leadership Styles and Behavior course has improved steadily since its reinception after a two year hiatus. The first three runnings received overall student ratings of 3.7, 4.6, and 4.7, respectively. Adjustments were made after the first running, and as witnessed by the student ratings the course is as popular as ever. In fact, it is the most popular course in the Working With People program. The STOs of the various directorates are always requesting more runnings and commenting on the enormous backlog of folks who want to take the course. Due to demand, 12 runnings have been planned for FY 1989. One directorate has even proposed the idea of some directorate-specific runnings for its people.

6. Time Management for Managers ran 12 August with 16 students attending. The 7 cancellations reflect the fact that August is vacation month.

25X1 [REDACTED] the contractor, received his usual high marks for this course. He received a 4.8 average on instructor effectiveness; the course itself was rated 4.5. [REDACTED]

25X1 7. [REDACTED] continues to work on revising POCM and hopes to have the redesign approved and ready to go by the November run.

Ideas and inspiration for some much-needed updating are coming from several sources:

-An extensive search of the Leadership literature.

-Visits to other organizations running the same programs (CCL/Colorado Springs and Personnel Decisions, Inc. in Minneapolis).

25X1 -Interviews with a cross-section of POCM graduates picked by the STOs (assisted by [REDACTED])

A thorough review of past course evaluations.

CONFIDENTIAL

CONFIDENTIAL

25X1 SUBJECT: LDD Weekly Report

Changes now under consideration include:

-adding a team-building segment. (CCL/Colorado Springs does this in an interesting "outward-bound" approach that might appeal to our clientele.)

-replacing "Eight Phases" with some other umbrella construct--perhaps contingency theory.

25X1 -weaving a personal wellness theme into the week.
C/CAD/OMS has agreed to help with this.)

-heightening our emphasis on goal-setting, perhaps hitting this topic each day as a part of the "daily diary" process.

With the Scantron now in place, Stephanie has also been working to obtain permission from various publishers to score in house all the tests and instruments used in POQM. Finally, the new POQM brochure, designed by

25X1 is now at P&PD for reproduction.

CONFIDENTIAL

STAT

Declassified in Part - Sanitized Copy Approved for Release 2012/12/20 : CIA-RDP90-00998R000100190002-6

STAT

Page Denied

Next 2 Page(s) In Document Denied

Declassified in Part - Sanitized Copy Approved for Release 2012/12/20 : CIA-RDP90-00998R000100190002-6